



# United States Department of the Interior

## NATIONAL PARK SERVICE

Fort Sumter National Monument  
1214 Middle Street  
Sullivan's Island, South Carolina 29482  
(843) 883-3123



### FORT MOULTRIE FEE WAIVER APPLICATION INSTRUCTIONS

Dear Educator,

Thank you for your interest in Fort Moultrie, part of Fort Sumter National Monument. Fort Moultrie is a year-round entry fee park. The park commonly receives requests to waive entry fees for visiting groups. When possible, the park may issue fee waivers to educational or scientific institutions. The procedures for obtaining a fee waiver are outlined below. The park requires fee waiver applications three weeks in advance of the planned visit to ensure sufficient time for processing. Applications cannot be approved or processed at the time of visit. If you need to cancel or reschedule the visit, please call the park before the group's planned arrival date so your place may be made available to others. The fee waiver allows for up to two chaperones/teachers per ten students. Additional chaperones may be charged the usual park entrance fee.

#### APPLYING FOR A FEE WAIVER

*To qualify, applications must contain the following:*

1. Provide current, official documentation of recognition as an educational institution by a federal, state, or local government entity, or other evidence attesting to educational status (i.e., accreditation letter, or educational or scientific tax exempt letter). It is insufficient to merely state or imply this on official letterhead. **Your fee waiver will not be processed without this documentation.**
2. Copy the application on the reverse side of this letter onto your institutional letterhead. Complete the application and mail or fax it along with your official recognition as an educational institution.
3. There must be a direct relationship between the purpose of the visit and the use of the park. The visit must be to study some aspect/resource specific to the park. A general statement to the effect that the visit is for "educational purposes" is insufficient by itself. An explanation of what the educational purpose entails and how it is related to park resources is required. Course outlines, lesson plans, or a copy of the curriculum meet this requirement.

#### PROTECTING THE PARK

*The following rules and safety precautions outline what is expected of students and chaperones:*

**Respect the park:** Leave all plants, rocks, shells, or other natural and historic objects in the park. Place litter where belongs. Sitting, standing, and climbing on fort walls and cannons is strictly prohibited. Loud noises are discouraged. Throwing objects at, feeding, and harassing park animals are strictly prohibited.

**Respect each other:** Running, pushing, and yelling are not allowed. Stay with your class and always have adults lead and bring up the end the line.

**Respect the right of others to enjoy their national park:** Loud noises and other disruptive behavior in the structures can spoil the experience for other visitors.

## Application for Academic Fee Waiver

Copy onto institutional letterhead and complete. Mail or fax application to:  
Fort Sumter National Monument  
Attn: Academic Fee Waiver Applications  
1214 Middle Street, Sullivan's Island, SC 29482  
Fax: (843) 883-5857

**Name of Institution:**

**Institution Address:**

**Name of Official Group Contact:**

**Phone:**

**Email:**

**Number of Students:**

**Number of Faculty/Chaperones:**

**Date of Arrival:**

**Time of Arrival:**

**Time of Departure:**

**1. Course Title, Description, Grade Level, and Subject Matter:**

**2. Explain the educational purpose of the trip. What aspect/resource of the park is to be studied?**

**3. I understand that the Code of Federal Regulations allows Academic Fee Waivers only for educational and/or scientific institutions that are using the park for educational purposes. I hereby certify that the above detailed trip meets these requirements and therefore request that fees be waived. Current official documentation of recognition of affiliation as an educational institution by a Federal, State, or local government entity, or other evidence attesting to educational status is attached. (e.g., accreditation letter, educational or scientific tax exemption letter).**

**Print name:**

**Title/Position:**

**Signature:**

**Date:**